

# Initiating **ALEC** - A Basic Tutorial

*(Ames Laboratory Employee Commuting)*

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# INTRODUCTION

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**Ames Laboratory Employee Commuting (ALEC)** is a computer program to simplify calculating greenhouse gases generated by vehicles commuting round trip to work. Mileage from ALEC is collected and converted to calculate the greenhouse gases expended by Ames Laboratory employees. In turn, this total is reported to the Department of Energy at the end of each fiscal year. ALEC's goal is to assist in calculating more accurately our greenhouse gas expenditures.

This tutorial shows you the basics necessary to get started with ALEC. By following these **six easy steps**, ALEC will calculate your transportation modes. If you have any issues or anomalies, please email [\*alec@ameslab.gov\*](mailto:alec@ameslab.gov).

## General Notes About the ALEC Site

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- Please use Firefox, Safari, or Chrome as your browser. Do not use Explorer, since it does not support ALEC's functionality.
- Resize your browser window if the interface looks tight.
- Every October 1st, mileage accumulation reverts to zero.

## STEP 1. Getting Started with ALEC

1. Open your favorite web browser (not Internet Explorer).
2. Go to <https://webapps.ameslab.gov/IndexApp/>
3. Two things can happen. If you have not signed in to the Ames Lab site, yet, an Authentication prompt will appear. Enter your "User Name" and "Password." (This should be the same as your webmail user name and password. If you do not know this information contact IS.) Click "OK." Repeat this step if the prompt reappears to navigate to the **Ames Laboratory Web Applications Portal**.

OR

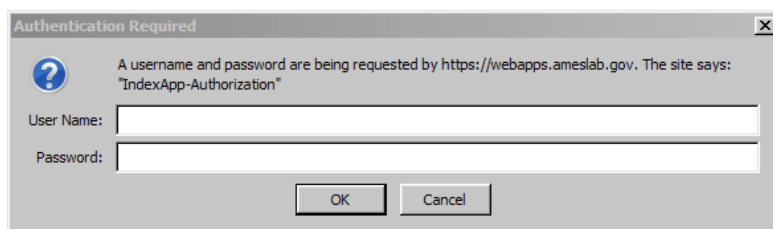
If you are already logged in, you will automatically go to the Ames Laboratory Web Applications Portal.

4. On this page, click the "ALEC" link.

5. A new page will open. This is the **ALEC Welcome** page. This page provides general information as well as information on Ames Lab employee commutes and green commutes.

6. Click "Continue."

### Authentication prompt



Authentication Required

A username and password are being requested by <https://webapps.ameslab.gov>. The site says: "IndexApp-Authorization"

User Name:

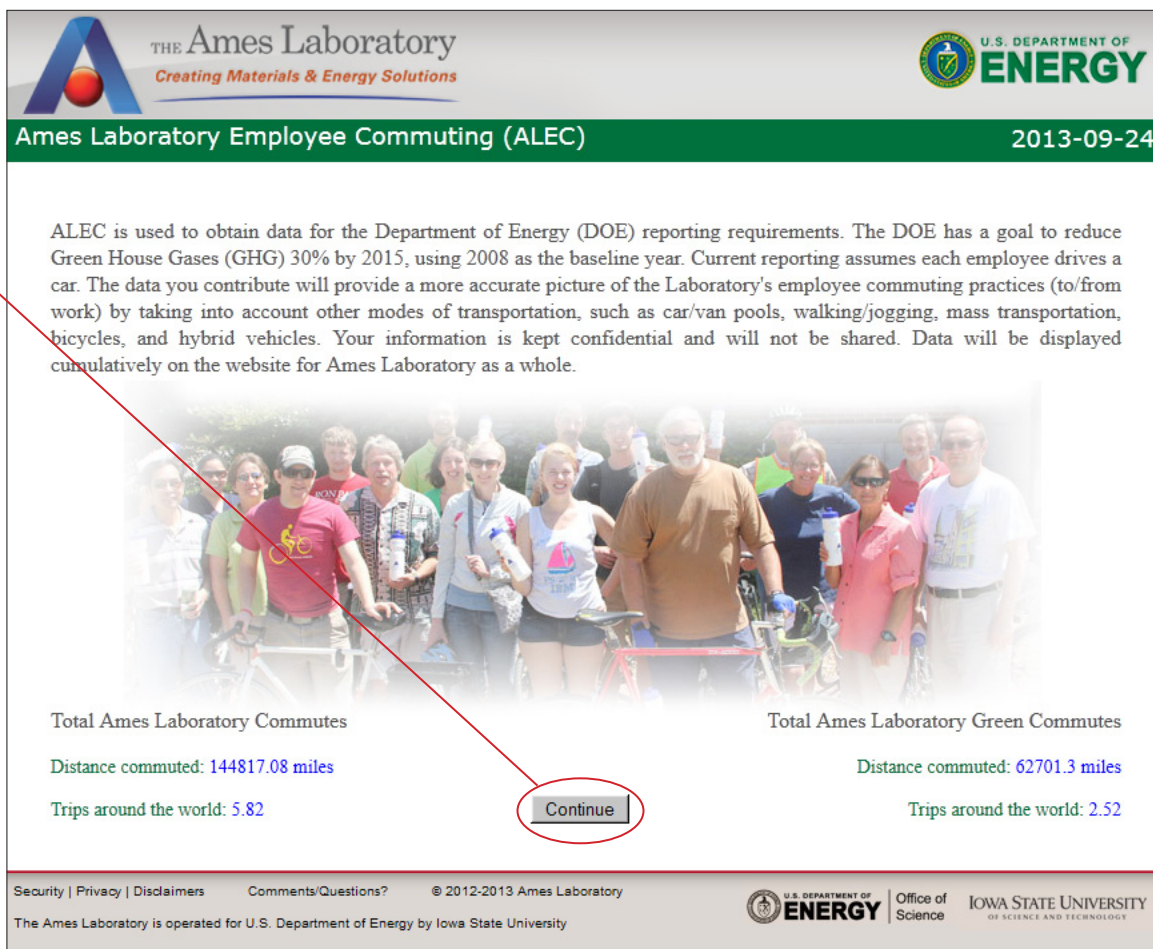
Password:

OK Cancel

### "Link" page



### "Welcome" page




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ALEC is used to obtain data for the Department of Energy (DOE) reporting requirements. The DOE has a goal to reduce Green House Gases (GHG) 30% by 2015, using 2008 as the baseline year. Current reporting assumes each employee drives a car. The data you contribute will provide a more accurate picture of the Laboratory's employee commuting practices (to/from work) by taking into account other modes of transportation, such as car/van pools, walking/jogging, mass transportation, bicycles, and hybrid vehicles. Your information is kept confidential and will not be shared. Data will be displayed cumulatively on the website for Ames Laboratory as a whole.



Total Ames Laboratory Commutes	Total Ames Laboratory Green Commutes
Distance commuted: 144817.08 miles	Distance commuted: 62701.3 miles
Trips around the world: 5.82	Trips around the world: 2.52

[Continue](#)

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## STEP 2. Your “Home” Page

1. Use the top tool bar to navigate pages. **Home** provides general information about ALEC. A short instructional paragraph is at the top.
2. The right-hand side recaps your commute information and *Your Default Commute Status*. (**This will be set later.**)
3. *Your Commuted Miles to Date* are listed as well.

**Your Distance :**  
Number of trips: 0  
Total miles traveled: 0.0 miles  
Trips around the world: 0.0  
**Default Commute Status:**  
You have no commute set as default

### “Home” page

Ames Laboratory Employee Commuting (ALEC) 2013-09-24

Home | Account | My Vehicles | Calendar | Delete Commute | Tutorial

Welcome Kerry !

Welcome to ALEC (Ames Laboratory Employee Commuting). For first time ALEC users, please follow these instructions to set up your account. Information is provided at the top of each page to guide you. After you have set up your account, it is only necessary to change your information via the calendar page, when the need arises --- different mode of commute or no commute. Only you will know your information, since we will receive only total mileage per mode of transportation to calculate the greenhouse gas amounts for all Ames Laboratory employees. When you are finished, close your browser.

If you have any questions or comments or need assistance, please email us, [alec@ameslab.gov](mailto:alec@ameslab.gov).

Begin here with the following instructions.

"Home" shows an accumulation of your miles to date. Annually, it will revert to zero on October 1. Next, go to "Account" located in the menu bar.

**Your commuted miles to date**

Commuted miles: 0.0 miles  
Commuted green miles: 0.0 miles

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## STEP 3. Your “Account” Page

1. The **Account** page assists in calculating your mileage to and from work (round trip).
2. If you do not know your commuting mileage, use the *Google Maps* link embedded in the opening paragraph.
3. Double your mileage for round trip.
4. User name and employee number are already generated from the Human Resource Database. Fill in the *Distance To and From Work* with your mileage.
5. Click “Update.”

### “Account” page

Ames Laboratory Employee Commuting (ALEC) 2013-09-24

Home | Account | My Vehicles | Calendar | Delete Commute | Tutorial

Through your "Account," please enter your mileage from home to work and back home (round trip). If you don't know your mileage, use [Google Maps](#) with your address to the Ames Laboratory. Next, go to "My Vehicles."

**Change your mileage here**


User Name : kjones  
Employee Number : 00001  
Distance to and from work : 0.0

Update

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
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*"My Vehicles" page*



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Ames Laboratory Employee Commuting (ALEC)

2013-09-24

Home | Account | My Vehicles | Calendar | Delete Commute

Tutorial

"My Vehicles" allows you to set up your vehicle(s) as a mode for transportation. To add a vehicle, enter the Make, Model, Year, and Miles per Gallon (MPG). If you don't know the mpg, go to <http://www.fueleconomy.gov>. You can add multiple vehicles, which you can select from the mode of transportation drop down.

This page also provides the number of miles you have commuted since October 1 via vehicle and green miles via walking, mass transportation, biking, and hybrid vehicle. Next, go to "Calendar."

MY VEHICLE INFORMATION

Vehicle

-

Make

Model

Year

MPG

Add New Vehicle

Make:

Model:

Year:

MPG:

Hybrid:

Submit

Miles traveled by vehicle

Vehicle

Distance

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Your Distance :

Number of trips: 0

Total miles traveled: 0.0 miles

Trips around the world: 0.0

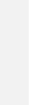
Default Commute Status:

You have no commute set as default

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Comments/Questions?

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
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
- 8.** To delete a vehicle, click “Delete.”

MY VEHICLE INFORMATION					
Vehicle	-	Make	Model	Year	MPG
<input type="button" value="delete"/>	-	Ford	Escape	2007	21



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Ames Laboratory Employee Commuting (ALEC)

2013-09-24

Home
Account
My Vehicles
Calendar
Delete Commute

Tutorial

"My Vehicles" allows you to set up your vehicle(s) as a mode for transportation. To add a vehicle, enter the Make, Model, Year, and Miles per Gallon (MPG). If you don't know the mpg, go to <http://www.fueleconomy.gov/>. You can add multiple vehicles, which you can select from the mode of transportation drop down.

This page also provides the number of miles you have commuted since October 1 via vehicle and green miles via walking, mass transportation, biking, and hybrid vehicle. Next, go to "Calendar."

MY VEHICLE INFORMATION

Vehicle	-	Make	Model	Year	MPG
<input type="button" value="delete"/>	-	Ford	Escape	2007	21

Add New Vehicle

Make:

Model:

Year:

MPG:

Hybrid:

☐

Miles traveled by vehicle

<b>Vehicle</b>	<b>Distance</b>
Ford Escape	0.0 total miles

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Your Distance :

Number of trips: 0

Total miles traveled: 0.0 miles

Trips around the world: 0.0

Default Commute Status:

You have no commute set as default

## STEP 5. Your “Calendar” Page

1. Update your commutes by clicking on the date. You will navigate to the **Add a New Commute** page.

### “Add New Commute” page

Ames Laboratory Employee Commuting (ALEC) 2013-09-24

Home | Account | My Vehicles | Calendar | Delete Commute

Tutorial

"Calendar" is your basic page and shows your mode of transportation by icon for the respective days. Click on the date to add a commute, or click on icon to change or delete a commute.

Your Commutes for the Month

September 2013

Number of trips: 16  
Total miles traveled: 25.6 miles  
Trips around the world: 0.0010

Default Commute Status:  
Your commute: 1.6 miles by --Walk-- is set as default

Add new commute here

Start Date : 9/02/2013 End Date :  
Default Commute: ☐

Method of Transportation : Bike  
Commute Distance : 0.0

(Add Commute)

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### “Calendar” page

Ames Laboratory Employee Commuting (ALEC) 2013-09-24

Home | Account | My Vehicles | Calendar | Delete Commute

Tutorial

"Calendar" is your basic page and shows your mode of transportation by icon for the respective days. Click on the date to add a commute, or click on icon to change or delete a commute.

Your Commutes for the Month

September 2013

Number of trips: 0  
Total miles traveled: 0.0 miles  
Trips around the world: 0.0

Default Commute Status:  
You have no commute set as default

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2. Click the start date box. A calendar pop-up will appear.
3. If your commute is consistent, enter the fiscal year (Oct. 1 - Sept. 30). University holidays are automatically considered.
4. Check the *Default Commute* box.
5. Select your *Method of Transportation* using the drop-down menu.
6. Enter your mileage in the *Commute Distance* box.
7. If applicable, enter the number of passengers.  
**Do not include yourself.**
8. Click “Add Commute.”
9. A table will appear with the newly added commute information.
10. Planning a vacation? Repeat steps 1-7 and choose “No Commute” from the drop-down menu. When you return, your default continues.

Add new commute here

Start Date : 9/03/2013 End Date :  
Default Commute: ☐

Method of Transportation :  
Commute Distance :  
Vehicle :  
Passengers :  
Add Commute

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Method of Transportation :  
Commute Distance :  
Vehicle :  
Passengers :  
Add Commute

Add new commute here

Start Date : 09/24/2013 End Date : 10/31/2013  
Default Commute: ☐

Method of Transportation : Car  
Commute Distance : 3.2  
Vehicle : Ford Escape  
Passengers : 1

Add Commute



11. Use the top tool bar to return to the **Calendar** page.
12. The *Default Commute Status* has been updated.  
**Note: You may change your default at any time.**
13. Notice your commutes were generated, spanning the dates entered.
14. If on any given day something differs with your commute, (means of transport, mileage, no commute, on business travel, etc.), please update your information.

**Default Commute Status:**  
Your commute '3.2 miles by --Car' is set as default

### "Calendar" page

## STEP 6. Your "Delete Commutes" Page

1. To delete more than one commute at a time, use the **Delete Commutes** page.
2. Search the range of dates by clicking the start date box. This prompts a pop-up calendar.
3. Search Commute
4. A list of dates will appear. Check the corresponding "Action" boxes of the commutes you wish to remove.
5. Click "Delete Commutes."

### "Delete Commutes" page

Delete your commutes				
Action	Distance Traveled	Method	Passenger	Date
<input type="checkbox"/>	1.6	Walk	0	2013-09-16
<input type="checkbox"/>	1.6	Walk	0	2013-09-17
<input type="checkbox"/>	1.6	Walk	0	2013-09-18
<input type="checkbox"/>	1.6	Walk	0	2013-09-19
<input type="checkbox"/>	0.0	No Commute	0	2013-09-20

**Delete Commutes**

## Conclusions

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Thank You! You have successfully completed enrollment in ALEC (Ames Laboratory Employee Commuting). Thanks to your efforts through ALEC, you have helped contribute towards better data collection to demonstrate Ames Laboratory's leadership towards meeting the 13% decrease in its greenhouse gases by 2020 per the DOE's Sustainability Goal and Executive Order 13423—Strengthening Federal Environmental, Energy, and Transportation Management.